COLUMBIA | SIPA
School of International and Public Affairs

SIPA HUMAN RESOURCES

STUDENT CASUAL HIRE REQUEST

Use this form to hire: **registered CU and Barnard students** into **hourly positions** when they are ***NOT eligible for Federal Work Study***.

- Completed hire request forms must be received by SIPA Human Resources *at least two weeks before* the employee's start date.
- Student Casuals may work up to 20 hours/week across all positions at CU during the academic year, and up to 35 hours/week during the summer and winter breaks. *International students should check with SIPA HR in advance of beginning summer/winter work to verify eligibility.*

Part A

Assignment Description:

Assignment Categorization Description:

Casual-Administrative: Minimum hourly rate of $17.00/hour. Hourly student casuals serving in general administrative or other functions, or whose job is to provide only technology support for the delivery of a course.
Casual-Instructional: As per SWC UAW agreement, effective October 20th, 2025, the minimum hourly rate is $23.00/hour. Hourly student casuals whose job is to perform instructional work for University courses.
Casual-Research: As per SWC UAW agreement, effective October 20th, 2025, the minimum hourly rate is $23.00/hour. Hourly student casuals performing research activities.
Casual-Academic Support: As per SWC UAW agreement, effective October 20th, 2025, the minimum hourly rate is $23.00/hour. Hourly student casuals whose work directly supports instruction or research but is not itself instructional or research service (e.g.., tutoring services, data entry/ manipulation without analysis).

Assignment Categorization: _____

Period of Employment: _____ to _____ Hourly Pay Rate: _____

Dept/Unit Name: _____ Total Projected Expenditure: _____
TPE = *Hourly Rate * Hours per Week * # of Weeks*

SIPA Computer Log-in Request: NO YES - Office No. _____

ARC ComboCode (10 digits): _____
ComboCode lookup: https://humanresources.columbia.edu/content/pac-combocode-chartstring

- Natural accounts: 54410 = Full-time student/academic year = 0% Fringe
  54420 = Part-time student/summer = 8.15% Fringe
- A new hire request form with corresponding ComboCode must be submitted for employees transitioning between the academic year and summer

Primary Timesheet Approver: _____ Secondary Timesheet Approver: _____

Name of Supervisor (*supervisor will also be designated timesheet approver*): _____

Supervisor Signature: _____ Date: _____

Part B

Name of Student: _____ UNI: _____

Student's Phone Number: _____ School Enrolled: _____

Has the student worked at Columbia within the last year: NO YES

Previous Office & Position: _____ Employment Dates: _____

For SIPA HR & Finance Office Use

SIPA HR Approval: _____ Date: _____